ACTIVITY 1:

Rewrite the following affirmative business sentences to make them negative. Use contractions when possible.

1) I am the manager.

2) You are a new client.

3) He is in the office.

4) Ana is responsible for training.

5) It is a long meeting.

6) The visitors are ready to start.

7) They are our colleagues.

LIVEWORKSHEETS

ACTIVITY 2:

Rearrange the words to form correct questions using the verb "to be."

1) you / a student / ?

2) he / the boss / ?

3) she / late / ?

4) it / important / ?

5) we / a team / ?

6) they / from accounting / ?

7) I / right / ?

LIVEWORKSHEETS